

ORD 2566-76

15 November 1976

MEMORANDUM FOR: Chairman Special Panel

THROUGH : Chief, Life Sciences Research Division, ORD

SUBJECT : Recommendation for Promotion

1. It is strongly recommended that [redacted] be promoted to grade GS-05. 25X1

2. At present, [redacted] is one of two secretaries in the Life Sciences Research Division, (GS-06 slot). This position demands accurate and varied secretarial skills as well as the ability to serve as Senior Division Secretary when the need arises. 25X1

3. [redacted] has been a member of the Life Sciences Research Division since July 1975. During this time she has witnessed an inordinate turnover of Division Secretaries. [redacted] was often expected to carry the entire LSR workload and train the new Senior Secretaries when they reported to the Division. [redacted] knowledge of her position is evident in the ease with which she executes routine tasks, her responsiveness to new challenges, and personal initiative in striving to produce professional and accurate results in any task assigned to her. 25X1 25X1 25X1

4. [redacted] typing, filing and dictaphone transcription skills more than meet the needs of this office. She is able to handle the pressure of a busy day in LSR and takes the initiative to search for extra projects when there is time available. Ms. Roles is always anxious to give assistance when her help is requested. 25X1

5. Additional evidence of [redacted] interest in her work and individual initiative to increase her value to LSR and the Agency is found in the fact that [redacted] has enrolled in two evening classes at Northern Virginia Community College. She is taking English and Psychology, both of which should enhance her ability to provide professional support to the scientific personnel in LSR. 25X1 25X1

[redacted] 25X1

7. As a result of [redacted] loyalty to the office and devotion to her work, I strongly feel that a promotion to the next highest grade level, GS-05, is well deserved.

25X1



25X1

C/BRB/LSR/ORD/DD/S&T